

Daily Machine Maintenance Checksheet

Section: SUPPORT
Machine Name : TM01 TAPPING MACHINE

MONTH: JANUARY YEAR: 2022
PM Schedule: WK1

No.	Control Items	Checkpoints	Specs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Tapping Bit	Worn-out / Broken	not allowed																																
2	Tapping Screw	Loose	not allowed																																
3	Foot Switch Clamp	Functioning	on during process																																
4	Working Table	Chips/Foreign Matls.	not allowed																																
5	Machine Body	Chips/Foreign Matls.	not allowed																																
6	Chips catcher / box	Full level	not allowed																																
7	Cable wirings	Worn-out / Broken	not allowed																																
Checked by:																																			
Verified by:																																			

Procedure :

1. Daily check all the required checkpoints prior to mass production.
2. Submit this checksheet to Production Engineer once completely filled-up in a monthly basis.
3. If in doubt during checking, call the attention of Leader in-charge or the Production Engineer.
4. If the checksheet have a necessary actual reading please put an actual reading or level.

Legend :

✓ - Ok
X - For adjustment/repair
-Write actual values for Specs w/val.

